

LAW DEPARTMENT SUMMARY

The Law Department provides legal counsel to the City Commission, City Manager, and all departments, boards, agencies, utilities and commissions of the City. The legal staff represents the City in all legal actions and prosecutes cases in Municipal Court. Other responsibilities include preparation of ordinances and other legal instruments; and issuance of legal opinions. This office administers a diversion program for first-time offenders of drunk driving.

Budget Highlights

The adopted 1987 budget reflects a decrease of \$523 from the 1986 budget.

- Personnel costs represent 91% of the total Law Department budget.
- One Attorney I position (Municipal Court prosecutor) is deleted from the budget.
- The City's General Fund participation in the DUI grant to Law increases \$6,500. The grant funds the prosecutor position for the night court.
- The salaries of two part-time attorneys are charged to Tort Liability and Worker's and Unemployment Compensation funds.
- The communications line-account reflects an increase of \$7,553 for 1987. The proposed 1987 amount is based on current level charges.

<u>Budget Summary</u>		
	<u>1986</u>	<u>1987</u>
Personal Services	\$615,712	\$616,940
Contractual Services	39,318	45,135
Commodities	14,350	13,675
Capital Outlay	<u>6,893</u>	<u>--</u>
Total	<u>\$676,273</u>	<u>\$675,750</u>

CITY OF WICHITA 1987 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: LAW

ACTIVITY NO.: 110-64-320-50000

	1985 <u>ACTUAL</u>	1986 <u>BUDGET</u>	1987 <u>ADOPTED</u>
<u>PERSONAL SERVICES</u>			
110 Salaries & Wages	\$ 594,031	\$ 615,712	\$ 616,940
121 Employee Benefits			
TOTAL PERSONAL SERVICES	\$ 594,031	\$ 615,712	\$ 616,940
<u>CONTRACTUAL SERVICES</u>			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications	13,484	7,027	14,380
230 Transportation Out-of-city	3,304	6,725	5,295
231 Transportation In-city	831	2,400	2,400
240 Advertising			
250 Insurance	--	50	--
260 Dues and Subscriptions	14,450	13,296	14,100
270 Professional Services	214	1,500	450
291 Office Automation			
292 Data Processing			
293 Central Maintenance			
294 Motor Pool Charges	1,545	700	700
295 Other Contractual Services	10,975	7,620	7,810
TOTAL CONTRACTUAL SERVICES	\$ 44,803	\$ 39,318	\$ 45,135
<u>COMMODITIES</u>			
310 Office Supplies	\$ 9,282	\$ 13,450	\$ 12,775
320 Clothing and Linen			
330 Food, Drugs and Chemicals	420	300	300
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment	314	600	600
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities			
TOTAL COMMODITIES	\$ 10,016	\$ 14,350	\$ 13,675
<u>CAPITAL OUTLAY</u>			
420 Buildings	\$	\$	\$
440 Office Equipment	--	6,893	--
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ --	\$ 6,893	\$ --
<u>OTHER</u>			
TOTAL OTHER	\$ --	\$ --	\$ --
<u>TOTAL</u>	<u>\$ 648,850</u>	<u>\$ 676,273</u>	<u>\$ 675,750</u>

CITY OF WICHITA 1987 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: LAW

ACTIVITY NO.: 110-64-320-50000

The Law Department represents the City in all legal actions brought against the City or initiated by the City, including prosecution in the Municipal Court. The department investigates and makes recommendations on claims for damages filed against the City and provides legal counsel to the City Commission, City Manager and departments, boards, agencies, utilities and commissions of the City.

Other responsibilities are to draft and approve ordinances, resolutions, contracts, and other legal instruments; to render legal opinions as requested; and to provide legal assistance in labor relations, cable television matters, and the City's legislative program.

The City Attorney is also charged with the responsibility of administering a diversion program for DUI first-time offenders.

POSITION TITLE	POSITIONS		1987 EMPLOYMENT RANGE	1987 ADOPTED
	1986 BUDGET	1987 BUDGET		
Director of Law & City Attorney	1	1	E-3	\$ 67,750
First Attorney	1	1	E-6	51,224
Senior Attorney	2	2	E-7	92,929
Attorney III	3	3	E-9	116,744
Attorney II	3	3	E-12	96,486
Attorney I	2	1	628	24,787
Attorney I (KDOT/DUI)	1	1	628	24,697
Attorney (P.T.)	3	3	627	86,962
Administrative Secretary	1	1	620/21	21,677
Legal Secretary	4	4	620	81,313
Secretary	1	1	618/19	16,665
Subtotal	<u>22</u>	<u>21</u>		\$ 681,234
ADD: Longevity				3,664
One Day Pay Encumbrance				2,364
LESS CHARGES TO:				
Tort Liability				(28,987)
Workers Compensation & Unemployment				(28,987)
KDOT/DUI Grant				(12,348)
TOTAL				<u>\$ 616,940</u>

